How do I see what outreach has occurred for students I alerted?
You will need to log into Navigate per the instructions below:

1) Go to https://suffolk.campus.eab.com
2) Enter your Suffolk Username and Password (Same as you Suffolk Email WITHOUT @ Suffolk.edu)

How do I search for a student that I alerted?
To search for a student, you first select the appropriate term (Spring 2020) per arrow # 1 below, then you enter the ID # or first name, last name in the search bar per arrow # 2:
This will bring you to the student profile per screenshot # 6. To view the Early Alert outreach that has been done, under Staff Alerts (arrow # 1), select Open Cases (arrow # 2) per the arrow below:

Scroll down and under Open Cases, you will see the student and alerts received. You can click on Manage Case per arrow # 1 below, to view the outreach that has occurred. If the case has been closed, you will select the Closed Cases tab, per arrow # 2.
When you click Manage Case, you will be brought to the screen below, which details who was assigned the case and all the outreach that has occurred. Please know that caseworkers are working with multiple students simultaneously and will continue outreach over several weeks.

A Closed Case will include the outcome of the outreach, for example, *Unresponsive to Outreach*, per the arrow below.
Once a case is closed, you will also receive an email per below. This could be your prompt to log into Campus to see what the outcome of the outreach was.

Case Closed

**Student:**
JOHTEST TRAVOLTA

**Alert Reasons:**
Trouble with Subject Matter/course content

**Alert issued on:**
August 17

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What if I need additional information?
If you have any questions or concerns about Early Alert, please contact Orla Downey in CLAS at odowney@suffolk.edu, or via phone at 617-573-8099.